



REGI JACOB

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PROFESSIONAL SUMMARY

Emerging accounting professional ready to develop career foundation with expanding operation. Dedicated to keeping records accurate and controls tight to meet all business needs. Systematic and well-organized with strong attention to detail, mathematical acumen and GAAP & IFRS knowledge.

WORK HISTORY

Chief Accountant, 04/2009 - 07/2022

Novel Arabia Middle East Ltd., Jubail, Saudi Arabia

- Perform financial analysis and reporting to management
- Dealing with all management and financial transactions.
- Responsible for team of accountants.
- Perform month-end accounting activities such as reconciliations and journal entries.
- Coordinate with finance team to complete assigned accounting tasks within deadlines.
- Analyze financial discrepancies and recommend effective resolutions.
- Monitor expenditures, analyze revenues and determine budget variances and report same to management.
- Respond to accounting inquiries from management in timely fashion
- Provide guidance to other Accountants when needed.
- Assisting departments with annual budgets and reviews, internal control.
- Dealing with all management and financial transactions.
- Led accounting team of four for more than ten years.
- Handling monthly, quarterly and year-end financials independently.
- Evaluated and improved accuracy and completeness of periodical financial records to boost regulatory compliance.
- Partnering with auditors to prepare yearly audits and ensure compliance with governmental tax guidelines.
- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Reconciled accounts from income and expense data to net worth and assets.
- Tracked and documented all expenses.
- Handling year-end closing processes of financials with controllers and external auditors.
- Reconciled balance sheets and streamlined best practices for balance sheet processes.
- Analyzed monthly reporting to reconcile production operations and general ledger.
- Methodically review documents and accounts for discrepancies and resolved variances.

- Produced and presented detailed monthly, quarterly and yearly accounting reports to Group Financial Controller.
- Cooperated with senior leaders to create operating budgets and initiate financial planning.
- Created periodic reports comparing budgeted costs to actual costs.
- Filed tax returns and prepared governmental reports in compliance with strict standards.
- Set up and improved accounting systems and processes to meet business needs and maximize effectiveness of operations.

Payroll Administrator, 02/2007 - 03/2009

Al Rushaid Middle East Ltd., Al Khobar, Saudi Arabia

- Managed payroll processing for 650 employees
- Accurately reconciled and processed expense reports for 650 employees.
- Maintained organizational records of gross and net employee salaries.
- Calculated salaries, rate changes, retroactive adjustments, overtime, bonus, vacation, termination and garnishments using Company's self-developed Data.
- Prepared funding requests to allocate monies to payroll accounts.
- Posted updates to accounts and departmental or employee records with each payroll cycle.
- Reviewed submitted time sheets and work charts to validate payroll information.
- Traced previous payroll transactions to identify and correct errors.
- Reported on payroll activities for financial and operational recordkeeping and decision-making.
- Detected and reconciled payroll discrepancies to maintain financial and administrative accuracy.
- Completed accurate payroll calculations using manual or computerized systems.
- Documented employee attendance, leave and overtime and updated database.
- Accurately reconciled and balanced monthly payroll accounts to deadlines.
- Led payroll production for 6 locations
- Maintained employee confidence and protected payroll operations by keeping all information confidential.
- Performed detailed payroll duties from input and audit, to processing and submission.
- Worked closely with HR to ensure compliance with regulations and maintain appropriate correspondence with employees and management.

Senior Accountant, 08/2002 - 01/2007

Al-Rajhi International Clinic Al-Khobar, KSA, Al Khobar, Saudi Arabia

- Develops, implements and maintains general accounting systems and controls; supervises and participates in review and analysis of accounting records.
- Generated and presented monthly financial statements of Balance Sheet, Statement of Revenue and Expenses, and Statement of Cash Flow to senior management.
- Managed and prepared journal entries and reconciliations to support monthly general ledger closing activities.
- Assists in preparation of detailed financial plans for management by analyzing and evaluating statistical and financial data and preparing budgets, projected patient levels, proposed staffing requirements and projected operating costs.
- Defines accounting requirements for management for incorporation into patient accounting system, fiscal and statistical information system and other medical center accounting systems.
- Analyzes data and proposes methods for tracking and reporting financial

information to various external agencies.

- Prepares financial reports including cost reimbursement plans for medical insurance providers;
- And reviews work of subordinate accountants and clerical personnel.
- Acts as Hospital liaison for medical insurance companies.

SKILLS

- Knowledge of regulatory standards
- Financial statements expertise
- Software proficiency
- IFRS awareness
- Statutory reporting
- VAT returns
- Fiscal budgeting knowledge
- Auditing
- Microsoft Excel

EDUCATION

IRS Institute, Kerala, India, 04/1992

Post Graduate Diploma in Computer Application: Computer Application

University of Kerala, Kerala, India, India, 04/1990

M. Com (Course Completed): Advanced accounting and costing

University of Calicut, Kerala, India, India, 06/1987

B.com: Accountancy, Company Law and Industrial Law

Association of Chartered Certified Accountants, United Kingdom, 05/2022

Doing the Course of Diploma of Higher Education: International Financial Reporting.

LANGUAGES

English: Native language

Hindi: C1

Advanced

Arabic: B1

Intermediate

Malayalam: C2

Master or proficient